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CH2M HILL/E&E SELF-EVALUATION
AWARD FEE PERFORMANCE EVENT REPORT
PART 1: EVENT DESCRIPTION AND OVERALL EVALUATION

WI-SI-038

copy

CONTRACT NO. 68-01-6692		CONTRACTOR Ecology and Environment, Inc.		TDD OR WA NO. R5-8303-1 thru 3, and R5-8307-4, R5-8310-1	
REPORTING ELEMENT Regional Project Manager			DATES OF REPORTED EVENT FROM: 9/8/83 TO: 1/7/84		
PERFORMANCE EVALUATION CATEGORY RFIT0-Region V			NO. OF HOURS 3,323		TOTAL COST -
CONTRACTOR PROJECT MANAGER J. Petrilli, RPM		PHONE NO. (312)663-9415		EPA RSPO OR FIT-RPO T. Yeates, RPO	
				PHONE NO. (312)353-3803	
DESCRIPTION OF WORK CONDUCTED Conducted site inspections (SI) and HRS scoring in the following states, under the respective TDDs listed: R5-8303-1 - Illinois R5-8303-2 - Ohio R5-8303-3 - Michigan R5-8307-4 - Indiana R5-8310-1 - Wisconsin Note: No specific SI/HRS TDD currently exists for the State of Minnesota.					
OVERALL PERFORMANCE EVALUATION The SI/HRS phase of the Region V FIT operation was last evaluated on September 7, 1983. Since then we have completed FY83, and embarked upon FY84. Final totals for FY83 were 160 site inspections and 88 HRS's of which 22 SIs and 10 HRS scores were completed in 1,078 hours during September, 1983. Thus far in FY84 (week ending January 7, 1984) in 2,245 hours we have done 26 SIs and 35 HRS's. Budgeting 75 hours for an SI and 25 hours for an HRS the total budget for the 48 SIs and 45 HRSs is 4,725 hours. However, FIT has completed the work in 3,323 hours, or 70% of budget. This supports and sustains the regional goals of quality work in a cost-effective manner.				PROJECT PLANNING <u>5</u>	
				TECHNICAL COMPETENCE & INNOVATION <u>4</u>	
				SCHEDULE & COST CONTROL <u>5</u>	
				REPORTING <u>4</u>	
				RESOURCE UTILIZATION <u>4</u>	
				EFFORT <u>4</u>	
				*INDIVIDUAL RATINGS FROM PART II (E.G., 5-1)	
Self evaluation by category					
SELF EVALUATOR <i>Joseph F Petrilli</i>		DATE 1-11-84		OVERALL RATING 4	
EPA COMMENTS TO SELF EVALUATION					
EPA SIGNATURE					
DATE		RATING			

**AWARD FEE PERFORMANCE EVENT REPORT
PART II. EVALUATION CRITERIA SCORE SHEET**

CONTRACT NO. 68-01-6692		CONTRACTOR <i>Ecology and Environment, Inc</i>		TDD OR WA NO. R5-8303 -1 thru 3 R5-8307-4, R5-8310-1	
REPORTING ELEMENT Regional Project Manager			DATES OF REPORTED EVENT FROM: 9/8/83 TO: 1/7/84		
PERFORMANCE EVALUATION CATEGORY RFITO - Region V			NO. OF HOURS 3,323		TOTAL COST -
CONTRACTOR PROJECT MANAGER J. Petrilli, RPM		PHONE NO. (312)663-9415		EPA RSPO OR FIT-RPO T. Yeates, RPO	
				PHONE NO. (312)353-3803	
PERFORMANCE CRITERIA		RATING		SUPPORTING COMMENTS	
<u>PROJECT PLANNING</u> - ORGANIZING (E.G., WORK PLAN DEVELOPMENT, DATA REVIEW) - SCHEDULING - BUDGETING		<u>X</u> 5 _____ 4 _____ 3 _____ 2 _____ 1		The establishing of State coordinators, and scheduling of sites in "clusters" has obviously paid dividends. Also, FIT has overcome scheduling snafus due to unavailability of CLP analytical space.	
<u>TECHNICAL COMPETENCE & INNOVATION</u> - EFFECTIVENESS OF ANALYSES - MEET PLAN GOALS - SUPPORT COE, STATE, ENFORC. - ADHERE TO REGS. & PROCEDURES - APPROACH CREATIVITY/INGENUITY - EXPERT TESTIMONY		_____ 5 <u>X</u> 4 _____ 3 _____ 2 _____ 1		Because of FIT expertise in HRS scoring, only required data has been collected, thus minimizing overall costs.	
<u>SCHEDULE & COST CONTROL</u> - BUDGET (HOURS & COST) MAINTENANCE - PRIORITY/SCHEDULE ADJUSTMENTS - COST MINIMIZATION		<u>X</u> 5 _____ 4 _____ 3 _____ 2 _____ 1		Outstanding! Requiring only 70% of budget.	
<u>REPORTING</u> - TIMELINESS OF DELIVERABLES - CLARITY - THOROUGHNESS		_____ 5 <u>X</u> 4 _____ 3 _____ 2 _____ 1		Internal QA/QC procedures help ensure a quality product. HRS ability and expertise is very good.	
<u>RESOURCE UTILIZATION</u> - STAFFING - SUBCONTRACTING - EQUIPMENT, TRAVEL, ETC.		_____ 5 <u>X</u> 4 _____ 3 _____ 2 _____ 1		The entire FIT staff is supporting this effort, which will gain in momentum as FY84 moves along.	
<u>EFFORT</u> - RESPONSIVENESS - MOBILIZATION - DAY-TO-DAY - SPECIAL SITUATIONS (E.G., ADVERSE/ DANGEROUS CONDITIONS)		_____ 5 <u>X</u> 4 _____ 3 _____ 2 _____ 1		As high priority/resource projects have been delayed, FIT has shifted resources, sometimes on short notice, in support of this effort.	